



Disclosure and Barring Service (DBS) check process

What is a Disclosure and Barring Service (DBS) check?

The Disclosure and Barring Service (DBS) was established in 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

The Disclosure and Barring Service help to prevent unsuitable people from working with vulnerable groups, including children by carrying out criminal record checks that result in DBS certificates being issued to an individual.

Why is an enhanced DBS and barred list check required for PAs?

The Safeguarding Vulnerable Groups Act 2006 states that anyone who is employing a person who is carrying out regulated activity must ensure that their employees are not on a barred list. The only way to ensure this is the case is by carrying out an Enhanced DBS and Barred list check on All Personal Assistants employed.

The Council therefore expects that an enhanced DBS and barred list check is undertaken for all Personal Assistants employed through a Direct Payment.

An individual employer cannot request the check themselves and would require an "Umbrella Organisation" to request this on their behalf.

What is the DBS process?

Nottinghamshire County Council are now operating as the umbrella organisation by carrying out Enhanced DBS and Barred List checks for all Personal Assistants (PAs) who wish to work or are currently working for service users who are in receipt of a Direct Payment.

A new enhanced DBS and barred list check will be carried out by Nottinghamshire County Council, for each PA **every 3 years**. Firstly, social care workers are required to provide service users, who are employing PAs via a Direct Payment, with the DBS form attached below to be completed.

The service user should complete the DBS form and return it to Nottinghamshire County Council either by post or email:

Address:

The Direct Payment Project Team
Strategic Commissioning
Floor 4
County Hall
Loughborough Road
West Bridgford
NG2 7QP

Email: DPEnquiries@nottscc.gov.uk

The Direct Payment Project Team will then request the DBS check for the PA/s and the PA/s will receive an email asking them to complete their details using the online form. This form asks personal information including but not limited to: name, date of birth and address history.

Once the form has been completed by the PAs, the Direct Payment Project Team will be in contact with the PA/s to arrange a face to face identity verification meeting. Once this meeting is completed, the DBS will carry out the necessary checks before sending out a DBS certificate to the PA's address.

What if there is a positive disclosure or the PA is on the barred list?

Positive disclosure:

If the DBS check reveals a positive disclosure, A Council worker will arrange to meet with the PA to discuss the contents of the DBS certificate.

If it is decided that the PA is suitable for the role of a PA despite the positive disclosure, then the Service User can commence with the employment of that PA using the Direct Payment funding. The Service User though will have the final decision as to whether they employ the PA or not.

However if it is decided that the PA is not suitable to carry out the role of a PA, then the service user (employer) may not be able to use the Direct Payment funding the employ that PA. The Service User could though choose to employ the Pa using their own funding.

Barred list:

If someone applies for the role of a PA but it is found that they are on the barred list, then the Service User (employer) will be prohibited from employing that PA. Additionally Nottinghamshire County Council will be legally obligated to report to the police that the PA applied for a role that included regulated activity.

What if I choose not to use the Council to request the enhanced DBS and barred list check on my behalf?

Where an individual does agree to undertake an enhanced DBS and barred list check for all of their PAs, but does not consent to the Council undertaking the checks, it is possible for them to source these checks from an alternative organisation such as a DPSS. Where a Direct Payment recipient chooses to use an alternative organisation to request the DBS check on their behalf rather than the Council, the equivalent funds that it would cost the Council to undertake the check will be put within the Direct Payment account to cover this. The Direct Payment recipient will be required to provide evidence to the Council that the DBS check has been undertaken by providing the DBS ID number.

What if a service user chooses not to undertake an enhanced DBS and barred list check on the PAs I employ?

If a service user recipient chooses not to undertake an Enhanced DBS and Barred List check for the staff they are employing, a decision will need to be made by a Group Manager as to the appropriateness of the Direct Payment being used in this situation. This decision will be made on a case by case basis by a Team / Group Manager.

Where a Personal Assistant is employed without an Enhanced DBS and Barred List check being in place the Service User will be advised that this is at their own risk and that they have legal responsibilities as the employer to ensure any person they employ is not on a barred list.

How my personal information is used

The Council is committed to protecting your privacy and ensuring all personal information is

kept confidential and safe. For more details see our general and service specific privacy notices at: <https://www.nottinghamshire.gov.uk/global-content/privacy>

Contact information:

Phone: 0300 500 80 80

Monday to Friday: 8am to 8pm

Saturday: 8am to 12 noon

(Calls cost 3p a minute from a BT landline. Mobile costs may vary).

Email: DPEnquiries@nottscc.gov.uk

Website: www.nottinghamshire.gov.uk

Minicom: 01623 434993

Phone 0300 500 80 80 if you need the information in a different language or format

DBS (Disclosure Barring Check) Information

It is Nottinghamshire County Council policy for all Personal Assistants working with individuals in receipt of a Direct Payment to have an enhanced DBS check. We would therefore ask you to complete the information below.

Service Users Details: This information is required so we are able to identify who has made the request and who needs to be involved in suitability decision making. Please note that starred details must be provided otherwise we will be unable to proceed with the DBS check(s).						
*Name						
*Address						
Personal Assistant(s) Details: These details will enable us to start the process and send the electronic DBS form via email to the PA(s) for them to complete. Additional space is provided under Personal Assistant 1 and 2 if you have multiple PA's.						
PERSONAL ASSISTANT 1						
*First name						
*Surname						
*Email address						
Telephone Number						
*DBS reference number (where Current DBS in place)				Date of issue (must be renewed every 3 years)		
*Level of existing DBS Check (where current DBS in place please tick the option that applies)	Basic	<input type="checkbox"/>	Standard	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>
PERSONAL ASSISTANT 2 (if applicable)						
*First name						
*Surname						
*Email address						
Telephone Number						
*DBS reference number (where Current DBS in place)				Date of issue (must be renewed every 3 years)		
*Level of existing DBS Check (where current DBS in place please tick the option that applies)	Basic	<input type="checkbox"/>	Standard	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>

PERSONAL ASSISTANT 3 (if applicable)						
*First name						
*Surname						
*Email address						
Telephone Number						
*DBS reference number (where Current DBS in place)				Date of issue (must be renewed every 3 years)		
*Level of existing DBS Check (where current DBS in place please tick the option that applies)	Basic		Standard		Enhanced	

Important Information:

- By submitting this form you are consenting for the council to undertake an Enhanced DBS and barred list check on your behalf for the PA(s) named on this form where an existing check is not in place.
- The cost of the DBS check is covered by Nottinghamshire County Council.
- Your contact details will be kept securely in line with council's [privacy statement](http://www.nottinghamshire.gov.uk/global-content/privacy) <http://www.nottinghamshire.gov.uk/global-content/privacy> and only used for the purpose of the DBS process.
- We will keep this information for the lifespan of the DBS check (3 years) to enable us to contact you regarding renewal.
- Please email this form back to: DPEnquiries@nottsc.gov.uk or post to:

**The Direct Payment Project Team
Strategic Commissioning
Floor 4
County Hall
Loughborough Road
West Bridgford
NG2 7QP**

Thank you for taking the time to complete this form.

We will be in touch on completion of the DBS check(s).